



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

ISSUE DATE: April 6, 2004
CLOSING DATE: April 27, 2004

ANNOUNCEMENT NUMBER
OMB-04-35-MJ

Title, Series & Grade:
Deputy Assistant Director for Budget
Review and Concepts
(\$104,927 –\$145,600)

Vacancy Location:
Office of Management and Budget
Budget Review and Concepts Division
Washington, DC 20503

AREA OF CONSIDERATION: All qualified persons. This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management (OPM) before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

DUTIES: Under the direction of the Assistant Director for Budget Review, the incumbent is the senior career official in the Office of Management and Budget (OMB) responsible for directing budgetary review, analysis, and control activities, including activities related to the formulation and administration of the President's budget. The Deputy Assistant Director is responsible for all matters pertaining to budget preparation and execution, appropriations and budget decision tracking, and budget concepts and database structures. The incumbent acts for the Assistant Director in resolving major conceptual, presentation, and technical issues and is a principal advisor on the budget.

The incumbent manages the Budget Review and Concepts Division professional and administrative staff engaged in ongoing review and analysis of budget issues. The incumbent serves as a representative of OMB in major interagency efforts and is required to deliver completed staff work to policy levels in OMB, to other White House agencies, and to the President.

QUALIFICATIONS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical and Mandatory Management/Executive Qualifications related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy

in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: www.opm.gov/ses/html/sesguide.htm.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

MANDATORY MANAGERIAL/TECHNICAL QUALIFICATIONS:

1. Demonstrated ability to exercise the highest degree of judgment, creativity, and flexibility in: thinking strategically about budget issues; structuring budget analyses; and performing evaluation of results, in terms of substantive issues being addressed, the quality of finished products, and staff performance.
2. Expert knowledge of the Federal budget process and the respective roles of OMB, the Congress, and the agencies in that process. Expert skill in the processes, policies, and procedures used in preparing the Federal budget.
3. Thorough knowledge of the congressional budget process and experience in tracking legislation through the various stages of congressional action. Demonstrated experience in coordinating and developing the Administration's response to pending legislation.
4. Thorough knowledge of the Budget Enforcement Act of 1990 and other legislation related to the Congressional budget process and statutory requirements affecting the Executive Branch budget procedures.
5. In depth knowledge of the Federal budget process, budget concepts, budget scorekeeping conventions, and budget accounting principles, and well-developed skill in applying this knowledge toward problem resolution.
6. Demonstrated analytical skills, ability to summarize and analyze large amounts of complex information and data, to spot trends in materials being reviewed, and to present quantitative and other information in a clear, concise fashion. Proven capability to identify budgetary issues, weigh alternative viewpoints or findings thoughtfully, and propose conclusions or alternatives that are workable and that exhibit a thorough understanding of the issue involved.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.

3. **Results Driven**-- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen**-- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication**-- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

HOW TO APPLY: In order to receive full consideration, the following documentation must be received by the closing date of this announcement. Applicants must submit: (1) a resume, the Optional Application for Federal Employment (OF-612), SF-171, or any other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in the application; (2) applicant's latest SF-50 "Notification of Personnel Action" (Federal employees only); (3) supplemental statement which addresses each of the Mandatory Technical/Professional Qualifications (all applicants) and Executive Core Qualifications (non-SES eligibles); (4) a supervisory appraisal; and (5) Applicant Background Survey (optional).

WHERE TO APPLY: Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

APPLICATIONS WILL ALSO BE ACCEPTED ELECTRONICALLY. PLEASE SUBMIT YOUR APPLICATION TO EOPJOBS@OA.EOP.GOV.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

If you omit any of the required information specified in the Optional Form 510, "Applying for a Federal Job", your application may be rated INELIGIBLE.

Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

APPLICATIONS WILL NOT BE RETURNED.

NOTE: Relocation expenses will NOT be paid to the applicant selected.

SECURITY CLEARANCE: A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.

DRUG TESTING: The applicant tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively Promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.

Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.